

## CONTENTS

### PART I      TYPES OF LEGISLATION

General Laws.....	1
The "one subject" rule.....	2
General law of local application.....	4
Relief Acts or "Claim Bills".....	5
Companion bills.....	7
Special Acts.....	8
Notice of legislation.....	8
Local Bill referendum.....	10
Joint Resolutions.....	12
Simple Resolutions.....	15
House Tributes.....	17
Concurrent Resolutions.....	19
Memorials.....	20
Amendments.....	21
Council Substitutes.....	23
SAMPLE - Parts of a Bill.....	25

### PART II     FORM OF LEGISLATION

Title of bill.....	26
Enacting Clause.....	32
Body of the bill.....	32
"Directory" language.....	34
Coding.....	35
Section headings.....	37
Cross-references.....	38
Repeals.....	38
Effective Date.....	40
Miscellaneous Provisions.....	46
"Whereas" clauses.....	46
Severability clause.....	46
Penalty section.....	47
Appropriation section.....	48
Short Title.....	49
Bills with special requirements.....	50
Trust fund bills.....	50
Public records and public meetings exemptions.....	51

### PART III    PREPARING LEGISLATION

Drafting.....	55
Preliminary considerations.....	55

General suggestions.....	57
Specific suggestions.....	60
Definitions.....	60
Provisos.....	62
Choosing new section numbers.....	62
Cross references.....	63
References to effective date.....	64
Administrative provisions.....	64
Repeals.....	65
Submission of request for drafting to the House Bill Drafting Service.....	65
Submit requests in LEAGIS.....	66
Quality control checklist.....	67
Amending Florida Statutes.....	69
General procedures.....	69
Special session disclaimer.....	72
Amending subdivisions-general procedures....	74
Amending a subsection or paragraph.....	74
Amending an introductory paragraph, flush left material, or subdivisions below the paragraph level.....	74
Adding subdivisions.....	75
Amending and adding subdivisions.....	77
Splitting a section.....	78
Amending consecutive sections.....	78
Amending a chapter.....	79
Splitting a chapter into parts.....	79
Creating Florida Statutes.....	80
General procedures.....	80
Creating new sections.....	81
Creating chapters.....	81
Creating parts.....	81
Style and usage.....	83
Capitalization.....	83
Punctuation.....	86
Times.....	86
Dates.....	87
Age.....	88
Numbers.....	88
Use of "shall" and "may".....	89
Subdividing a section.....	90
"Flush left".....	91
Punctuating subdivisions.....	91
Keep ideas parallel.....	92
Use of "and" and "or" .....	93
"Legalese".....	94
Avoid the future, the negative, and the plural.....	94
Final checklist.....	95

PART IV SAMPLE LEGISLATION

General bill amending Florida Statutes.....	98
General bill amending subdivisions.....	99
Joint Resolution.....	100
House Resolution of Commendation.....	101
Concurrent Resolution.....	102
Memorial.....	103
General Relief Act (Claim bill).....	104
Local Relief Act (Claim bill) .....	105
House Tribute.....	106

PART V AMENDMENTS

Introduction.....	107
In committee.....	108
On the floor.....	108
Procedural considerations.....	109
Model Floor Amendment Template.....	115
Floor Amendment Template Guide.....	116
Model Committee Amendment Template.....	121
Committee Amendment Template Guide.....	122
Content of an amendment.....	124
Removing text.....	124
Adding text.....	125
Adding sections.....	125
Adding part of one bill to another.....	126
Adding one bill to another.....	127
Removing and adding text.....	128
Title amendment.....	128
Directory amendment.....	129
Important things to remember.....	130
Identify the bill you wish to amend.....	130
Coding.....	131
Changes in more than one place.....	132
Adding or deleting section subdivisions.....	133
"Whereas" clauses.....	133
Special types of amendments.....	134
Technical amendments.....	134
General Appropriations Bill.....	134
Removes Enacting or Resolving clause.....	134
Sample Amendments	
Bill to which amendments are drafted.....	136
Removes coded text from body of the bill.....	137
Strikes existing statute text.....	138
Restores existing statute text.....	139
Removes and inserts coded text in body and conforms title.....	140
Removes text from bill and conforms	

title and directory.....	142
Adds new amended subsection to bill and conforms title and directory.....	144
Amendment to an amendment.....	146
Substitute amendment.....	147
Glossary.....	149